

A City within aCity



Battery Park City Authority

Come Grow with US!

Great Community!

Great Benefits!

Great Work Culture!

Job Title: Assistant Auto Mechanic

Job Status: Full Time

Department: Maintenance

Salary Range: \$38,922.00-\$53,749.00

Location: 75 Battery Place, NYC 10281

As of January 6, 2022 all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

SUMMARY:

The Assistant Auto Mechanic is responsible for assisting Mechanic with the labor required to keep all park vehicles, equipment, and tools under BPCA jurisdiction in a safe and operable condition. The incumbent works with the Auto Mechanic on a daily basis. He/she is considered a skilled tradesperson and must be

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knowledgeable of the automotive field. Lastly, the Assistant Auto Mechanic must be conscious of, sensitive to, and proactive towards making Battery Park City Park a model of sustainable practices.

ESSENTIAL FUNCTIONS:

The Assistant Auto Mechanic mobilizes the physical capability, tools, and supplies needed to perform tasks such as but not limited to:

- Assist in preventive maintenance plan for all equipment
- Assist with the organization of documents on all equipment and the daily work logs with Asset Management software.
- Assist the Auto Mechanic in troubleshooting, maintaining, and repairing BPCP's (13) electric vehicles; assist in performing daily, weekly, and monthly inspections on vehicles
- Assist the Auto Mechanic in performing preventive maintenance and repairs on the (8),(6), and (3) cylinder gas powered vehicles and diesel equipment such as bobcats, tractors, and large wood chippers; assist in performing tune-ups, tire changes, maintaining fluids, and performing oil changes; change fan belts and filters
- Must be able to operate manual and standard transmissions
- Perform bodywork: assist in sanding, grinding, priming, and painting steel auto body parts; weld and machine appropriate parts for vehicle maintenance and perform all work up to Battery Park City Authority standards in a safe, clean, and professional manner
- Assist with the repair and maintenance of (2) cycle and other small engines such as pressure washers, leaf blowers, generators, mowers, and hydraulics
- Be responsible for manual and power tools to be kept in a clean working condition
- Assist in researching automotive parts and tools in order to keep the shop fully equipped
- Assist in maintaining a computerized inventory of all automotive parts
- Use protective equipment in compliance with OSHA safety requirements
- Perform janitorial duties when necessary which may include collecting and disposing of all debris as a result of daily park usage, special events, or specific work
- Snow and ice removal, including the use of snow shovels, ice breakers, snow blowers, and salt spreaders on an emergency and non-emergency basis during weekdays and weekends
- Work as a positive and productive member of Maintenance team; work in close cooperation with all BPCA departments and staff to ensure that the parks of Battery Park City are maintained at the highest standards
- Expand one's knowledge of the field by learning from leaders and peers by taking advantage of educational opportunities on the job and in the form of workshops and seminars off-site
- Interact with the public by providing information in a polite and friendly manner
- Perform other duties as required within the scope of the position as designated by supervisors

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- Perform periodic kitchen and lunchroom cleanup as assigned in rotation

EDUCATION & EXPERIENCE:

Must hold a High School Diploma or GED; college graduate is highly desirable. A minimum of two (2) years of proven skilled automotive experience is required.

Must be able to be on-call for performing emergency snow removal at all times.

Must possess a valid US driver's license

SKILLS:

- Excellent problem solving and field skills
- Must be able to function well as part of a team
- Must have basic skills in word processing and spreadsheet tools such as MS Word and Excel
- Must be able to work independently and exhibit good judgment
- Strong verbal and writing skills

Physical Requirements:

Must be willing and able to perform physical labor push, pull and lift 50lbs.

Must be able to work outdoors in all types of weather.

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